**POSITION DESCRIPTION – Academic Staff**

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| **Position title** | Associate Lecturer – [area] |
| **Academic Level** | Level A |
| **School / Unit** | School of [area] |
| **College / Division** | College of [area] |
| **Reports to** | Head of School |
| **Direct reports** | Nil |
| **Indirect reports** | Nil |
| **Contract type** | Fixed term (x days/week or FTE) |

**ROLE DESCRIPTION**

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| The Role Description is a succinct description of the role. Its purpose and key functions.  **Writing tips:** The Role Description section of the PD should clearly outline:   * the Teaching contribution, * Research expertise and * engagement requirements of the role.   These should be broken into separate sections/paragraphs. |

**OVERVIEW OF THE UNIVERSITY, COLLEGE/DIVISION AND SCHOOL/UNIT AND POSITION CONTEXT**

**Writing tips:** Providea succinct description of the role within the context of the University, College/Division and School/Unit.

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| **EXAMPLE TEXT**  The University of Newcastle stands as a global leader distinguished by a commitment to equity and excellence. Our vision is to be a world-leading University for our regions and creating a better future for our regions and the globe. Underpinned by this vision and our values of excellence, equity, engagement and sustainability, [the University of Newcastle’s *Looking Ahead* Strategic Plan 2020-2025](https://www.newcastle.edu.au/strategic-plan) outlines the University’s commitment to delivering an exceptional student experience and serving our communities.  The University’s College of XXX brings together expertise in xxx to deliver life ready graduates and transformative solutions to our region and world. XXX strives for excellence, innovation and equity in teaching, education, research and partnerships. The College offers a diverse array of programs across the key areas of XXX  The School of XXX is…. The School consists of XXX discipline groupings: XX, XX, XX. The School has strong links with industry through sponsored undergraduate students and research collaborations.  The University of Newcastle offers its academic staff a dynamic working environment, equipped with modern teaching & research facilities. |

**ORGANISATION CHART**

**Writing tips:** Provide an organisational chart that shows where the role fits into School/Unit and College/Division. Example provided.

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**ROLE RESPONSIBILITIES AND TYPICAL ACTIVITIES**

**Please review and update as appropriate for the role**

**Writing tips:** Consider the actual functions and responsibilities of the role and expected outcomes. Broad statements which are concrete and action oriented are recommended.

Between five and eight areas of accountability are typical for most roles. All roles with supervisory or management responsibility should include an accountability for this which includes performance management of staff, work health and safety management, financial management and other areas of relevance.

Measures of performance should include either Key Performance Indicators (KPIs) or outcome measures such as “reports produced accurately and on time” or “quality of feedback from key stakeholders”

The information here will inform the development of the incumbent’s performance review and development plan.

You can find more details to assist you in the [Academic Position Classification Standards](https://www.newcastle.edu.au/__data/assets/pdf_file/0010/89794/academic-staff-classification-standards.pdf)

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| **Areas of accountability** | **Core responsibilities and typical activities** | **Measures of performance** |
| Research | * With the support of mentors and/or supervisors, establish a coherent research program within a field of expertise. * Deliver effective research outputs including outputs/ creative works in high-quality refereed journals/outlets. * Participate in research applications to attract external research funding. * Contribute to the delivery of research outputs that are collaborative and inter-disciplinary in their approach and innovative in their application. * Contribute to the recruitment and development of HDR cohorts and co-supervision with HDR candidates where applicable. * Under the mentorship of senior academics, participate in research networks and partnerships. | Meet the core requirements for Level A academic staff member. |
| Teaching | Working with educational leaders to develop academic independence in the delivery of teaching, by:   * Actively updating and delivering courses in various formats and locations (including online delivery and support). * Promoting teaching innovation including the integration of contemporary trends across relevant media into content and delivery and ensuring digital literacy and capability is embedded in all aspects of teaching * Demonstrating the application of continuous improvement methodologies to inform a positive student experience. This will include contributing to the regular review of course analytics, relevant quality assurance standards and other appropriate feedback/benchmarking data. * Assisting in reviewing and coordinating undergraduate and postgraduate course work and coordinating disciplinary/interdisciplinary development of course materials * Contribute to the development and implementation of strategies to address student attrition and deliver student retention outcomes at course level. * With the support of senior academics, developing course material that integrates business/social/cultural enterprise/partnerships to deliver creative applications and opportunities for students consistent with contemporary labour force trends | Meet the core requirements for Level A academic staff member. |
| Engagement and Leadership | * With the support of mentors and/or supervisors, actively contribute to the School’s administrative functions including through committee roles, course coordination and proactive involvement in University activities/initiatives as appropriate. * Maintain membership of professional associations/industry networks. | Meet the core requirements for Level A academic staff member. |
| Wellbeing, Health & Safety and Equity, Diversity & Inclusion | * Adhere to workplace policies and procedures in the areas of work health, safety, equity, diversity and promoting a respectful workplace culture. | Policies and procedures are adhered to. |

**POSITION CHARACTERISTICS**

**Writing tips:** Contains additional information about the role which will help ensure candidates get an accurate picture of the overall position. Delete if not applicable and avoid repeating core responsibilities and typical activities.

The information here will inform the development of the incumbent’s performance management plan.

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| Organisational knowledge | Be aware of the University’s strategic goals and the key priorities relevant to this position. |
| Professional / industry knowledge | Ensure currency of skills and up to date knowledge of developments in relevant sectors.  Demonstrated experience in the application of knowledge and skills within Discipline.  Establish networks and industry partnerships to facilitate research and innovation opportunities and to integrate students and graduates into industry. |
| Level of supervision / independence | Accountable for personal goals, and performance targets.  Co-Supervise/support students where appropriate. |
| Problem solving and judgement | The position requires initiative and creative approaches to the development and delivery of courses that are interdisciplinary, technologically current and industry relevant.  Sound judgement is required in establishing industry and external networks and relationships. |
| Key relationships (internal and external) and immediate team | Maintain positive and constructive relationships with students, academic and professional staff, external stakeholders and a developing national network.  Impact course delivery and research through the development of networks that facilitate interdisciplinary collaboration and industry integrated content and practice. |
| Challenges | The role requires flexibility and responsiveness to change in order to stay abreast of developments in relevant disciplines, technology and industry/society needs. |
| Special characteristics | Travel for conferences and research collaboration may be required as well as the ability to work across multiple campuses and outside hours depending on research, teaching and University activities. |
| WWC check required | Yes/No |
| Criminal record check required | Yes/No |
| Entrusted role check required | Yes / No |
| Delegated authority required | Yes\* / No \*please complete [New Position – Delegation of Authority request](https://www.newcastle.edu.au/__data/assets/pdf_file/0007/678220/New-Position-Delegation-of-Authority-Request.pdf) form and email [delegations@newcastle.edu.au](mailto:delegations@newcastle.edu.au). |

**EXPECTED BEHAVIOURS**

The role is expected to display personal qualities and behaviours consistent with [(choose one from the following options)](https://www.newcastle.edu.au/current-staff/working-here/performance-and-development/leadership-framework/handbook) an Individual Contributors/Middle Leaders/Senior Leaders/Executive Leaders Level as outlined in the Leadership Framework.

The University of Newcastle Leadership Framework describes six leadership capabilities for both academic and professional staff. At the University of Newcastle leaders shape the future, engage beyond the University, work collaboratively, strive for excellence, drive performance and show courage and respect.

At the University of Newcastle, we recognise that while leaders exist at all levels, people face different challenges and demands depending on their leadership level. For each Leadership Capability the behaviours reflect how each capability can be observed at different leadership levels in the University.

**INHERENT REQUIREMENTS**

This Position Description outlines the major accountabilities/responsibilities and the essential criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements. Inherent Requirements refer to your ability to:

* Perform the essential duties and functional requirements of the job;
* Meet the productivity and quality requirements of the position;
* Work effectively in the team or other type of work organisation concerned; and
* Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position.

**ESSENTIAL CRITERIA**

**Essential selection criteria have been developed for each academic level that aligns to the Foundations Framework and the Academic Staff Enterprise Agreement. Where possible roles should not deviate too far from these standardised criteria. However, edits can be made to accommodate the requirements of the role. For example: inclusion of accreditation requirements.**

* **Expertise:** Completed tertiary studies and/or have equivalent qualifications and/or professional experience in [area] or related area.
* **High-Quality Research:** Demonstrated recent ability to formulate a coherent research program, working within a research group (where relevant), participating in applications for competitive research grants and publishing or exhibiting in high-quality outlets, often in collaboration with colleagues, consistent with their discipline.
* **Quality Teaching**: Demonstrate recent ability to achieve teaching quality as indicated by internal and external surveys and outcomes for students that will improve or innovate in response to feedback.
* **Curriculum Development:** Demonstrate recent ability to prepare and deliver lectures, presenting tutorials, seminars, practical classes, demonstrations, workshops, student field excursions, clinical sessions, and studio sessions.
* **Engagement:** Ability to efficiently perform in allocated internal roles, sharing academic service responsibilities, contributing to outcomes of internal committees, and beginning to develop external collaborations.

**DESIRABLE CRITERIA**

**Each role should include 2-3 desirable criteria that aligns with the research FoR codes.**

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| **PD last reviewed:** | [insert reviewed date] |